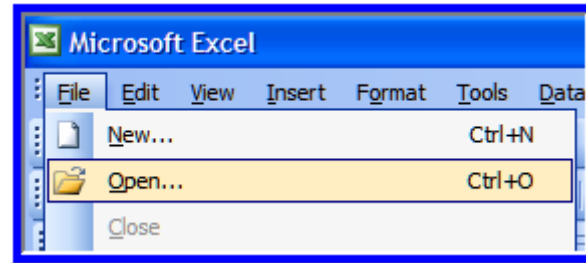
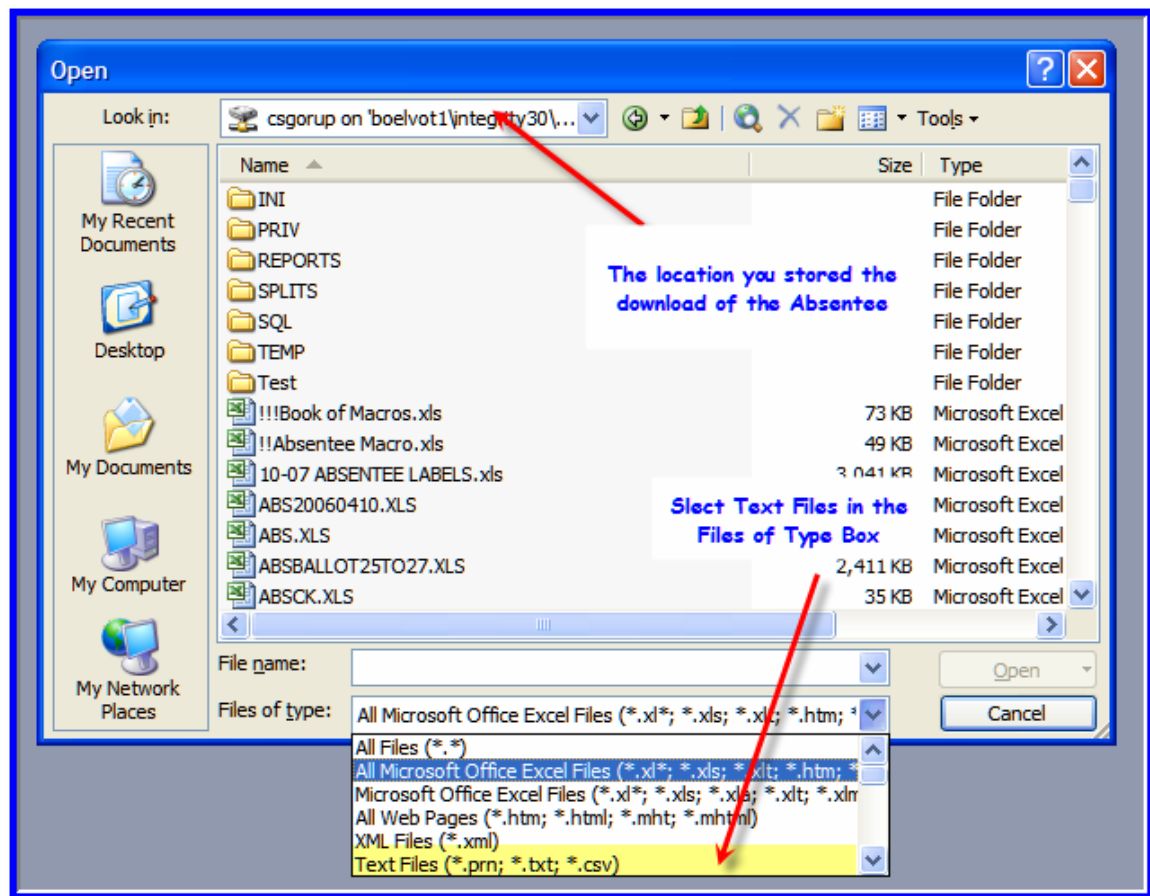


## USING THE ABSENTEE FILE WITH EXCEL

Start Excel and select File/Open from the Excel menu bar

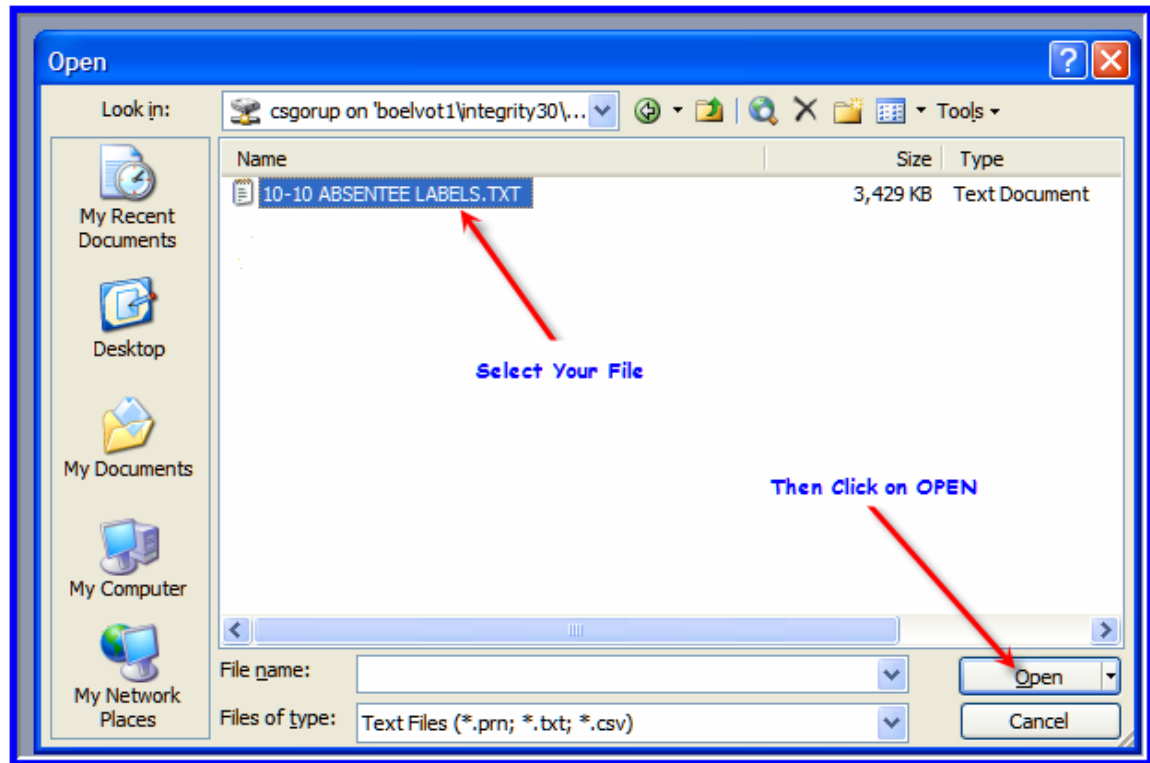


Change the Look in to the location you saved the file from the web page.

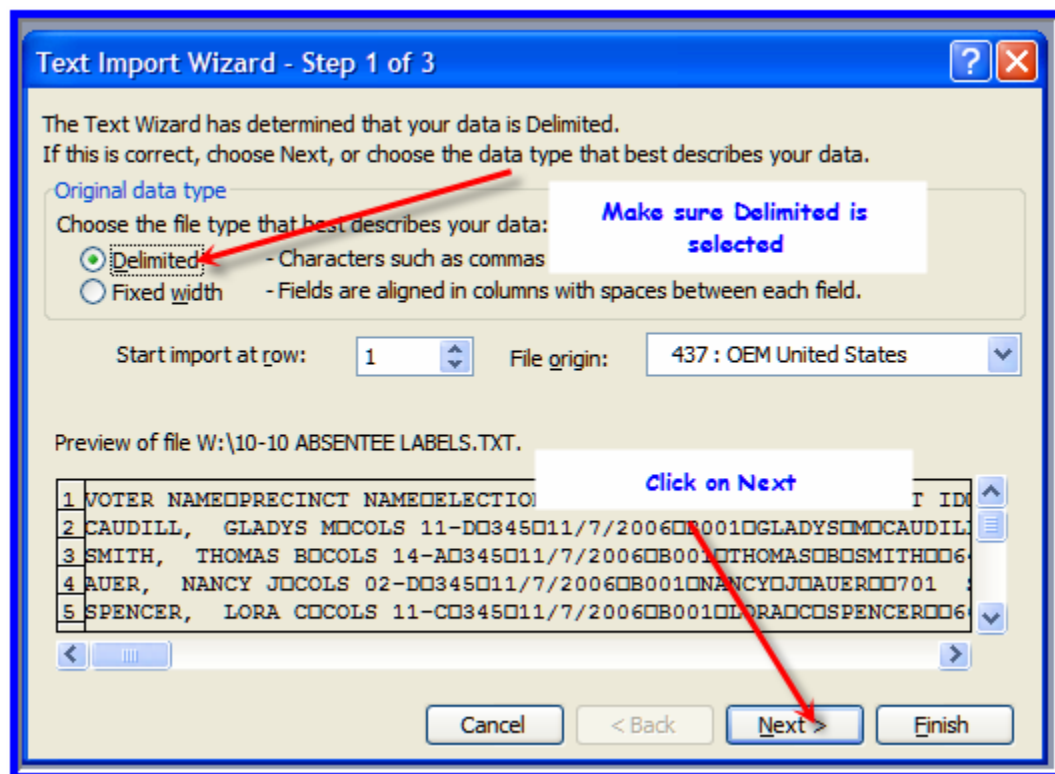


and change the Files of Type to Text Files.

Find your file and select it then click on OPEN – this will start the import wizard.



Make sure that Delimited is selected and then click on Next.



Ensure that the Tab Delimiters is checked and then Click on Next

**Text Import Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

**Delimiters**

☒ **T**ab    ☐ Semicolon    ☐ Comma  
☐ Space    ☐ Other:     ☐ Treat consecutive delimiters as one

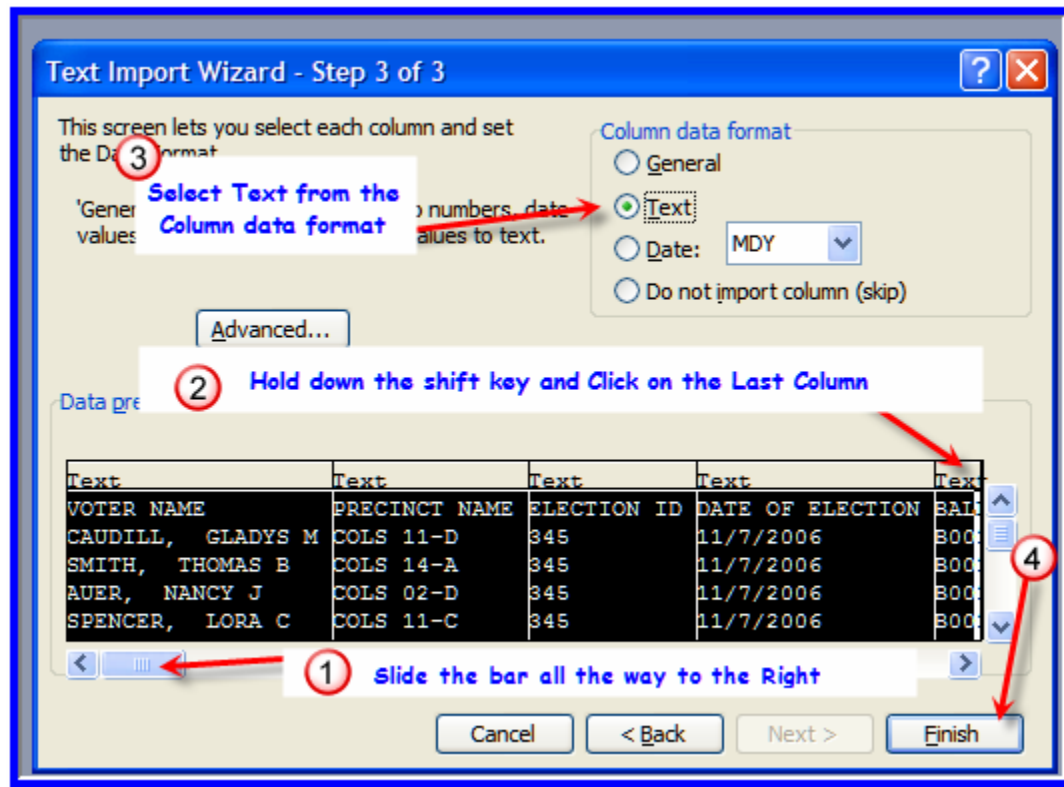
Text qualifier:

**Data preview**

**Then click on Next**

VOTER NAME	PRECINCT NAME	ELECTION ID	DATE OF ELECTION	BAL
CAUDILL, GLADYS M	COLS 11-D	345	11/7/2006	B00
SMITH, THOMAS B	COLS 14-A	345	11/7/2006	B00
AUER, NANCY J	COLS 02-D	345	11/7/2006	B00
SPENCER, LORA C	COLS 11-C	345	11/7/2006	B00

Because Excel likes to work with numbers when possible, I suggest the next step to tell Excel not to look at any of this as numeric information.

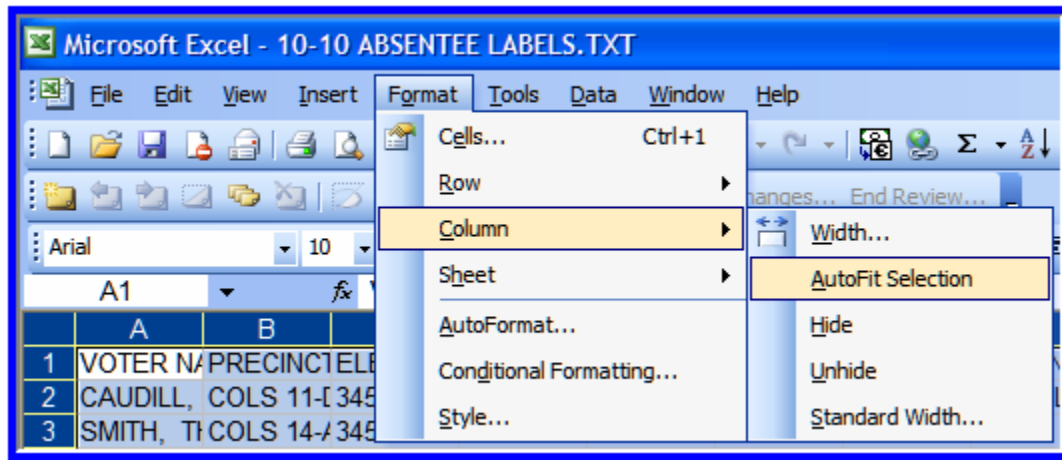


Take the scroll bar at the bottom and move it all the way to the right, till you see the last column. Hold down your shift key and click on the top of the final column. Then Select Text from the Column Data Format. Finally click the Finished button.

If you would like to display everything in the column changing the width of the columns using these steps. Click in the cell at Row 1 Column A. Hold down the Shift key and while holding down the Shift key Press the End Key and release the End Key and then the Home Key on your keyboard. Release all keys; this will select all the data.

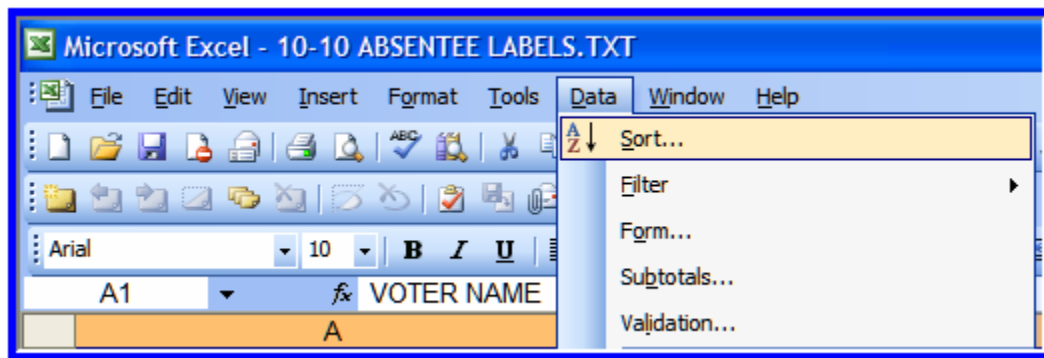
	A	B	C	
1	VOTER NAME	PRECINCT NAME	ELECTION ID	DATE OF ELECTION
2	CAUDILL, GLADYS M	COLS 11-D	345	11/7/2006
3	SMITH, THOMAS B	COLS 14-A	345	11/7/2006
4	AUER, NANCY J	COLS 02-D	345	11/7/2006
5	SPENCER, LORA C	COLS 11-C	345	11/7/2006
6	MILBOURN, BILLY	COLS 11-C	345	11/7/2006
7	HORN, BILLY	COLS 02-D	345	11/7/2006

From the Excel menu bar select Format/Column and AutoFit Selection.

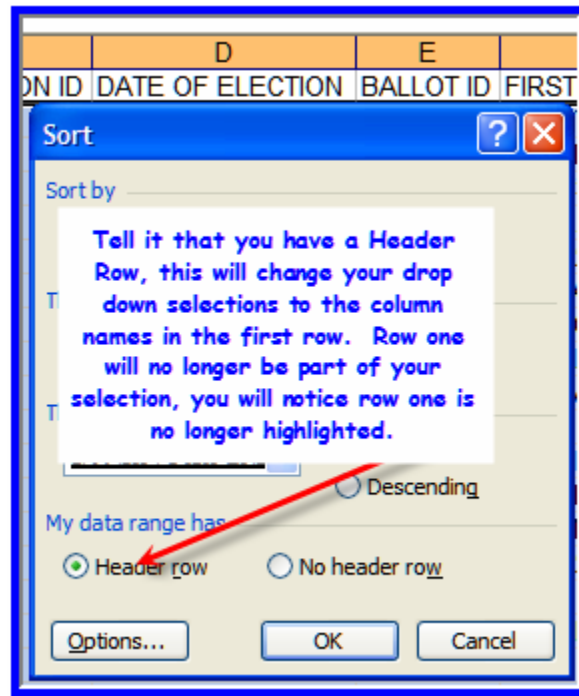


When sorting the spreadsheet it's important that you include all the columns and rows that you want to sort. Any area of the spreadsheet that is not highlighted will remain in the order it's in before you sort. Once again click in the cell at Row 1 Column A. Hold Down the Shift key and while holding down the Shift key Press the End And then the Home Key on your keyboard. Release all keys; this will select all the data.

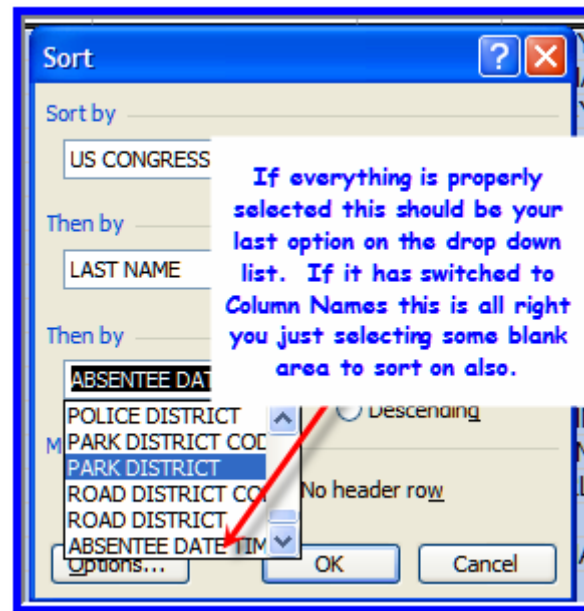
With everything selected go to the Data option on the Excel menu bar and select Sort.



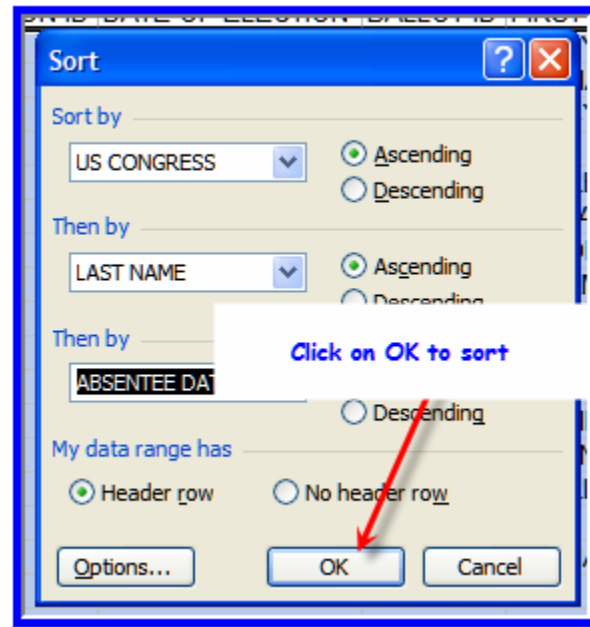
Tell the system you have a header row.



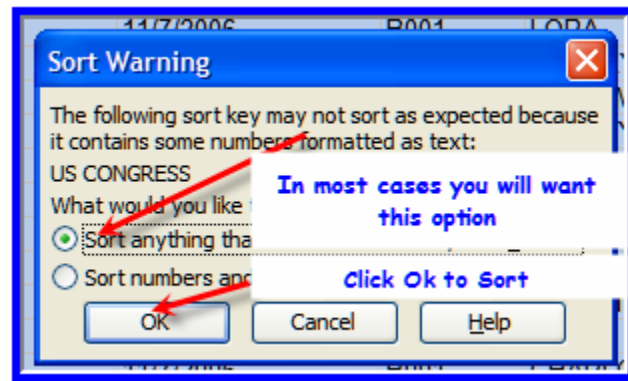
You are limited in Excel to a maximum of three levels.



Click on OK to start the sort



You can get the following message for each sort by that Excel thinks has numeric data.



Your list is now sorted in the order you requested.